



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

### PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

#### PART I: OVERVIEW

Department Office/Division/Program:		Education, Commissioner's Office	
Department Contract Administrator or Grant Coordinator:			
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11,003.49	Advantage CT / RQS #:	20190917*0915
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	9/30/2021
	Previous End Date:	New End Date:	12/31/2021
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Leidos Digital Solutions, Inc.	
Brief Description of Goods/Services/Grant:		Communications management system	

#### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
<input checked="" type="checkbox"/>	B. Amendment		H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The contract to provide effective communications through the use of citizen relations management software that is easy to use, cloud based and secure. The department is currently building a new system that ran into an unexpected delay. Therefore, the Department needs additional time under the current system.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The vendor is the current provider and proprietary owner of the system

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The costs are the similar as those previously negotiated under the original contract.

4. Describe the plan for future competition for the goods or services.

The Department is creating a system in Dynamics to replace this one, but if ever were to move to a newer system, the Department would go out to RFP.

### PART IV: VENDOR STATUS

Is the vendor currently working?

Yes

No

### PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

### PART VI: APPROVALS

Signature of requesting  
Department's Commissioner (or  
designee):

*By signing below, I signify that I approve of this procurement request.*



Printed Name:

Daniel A. Chuhta

Date:

10/26/2021

Signature of DAFS  
Procurement Official:

*Joseph Zrioka*

Printed Name:

EA813178102243C...  
Joseph Zrioka

Date:

12/9/2021


**Certificate Of Completion**

Envelope Id: 3794A8500B384B38B0D43670A7903202	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.71
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 10/26/2021 5:38:11 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 10/26/2021 5:38:13 PM Viewed: 10/26/2021 5:38:36 PM Signed: 10/26/2021 5:39:36 PM Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Certified Delivered	Security Checked	10/26/2021 5:38:36 PM
Signing Complete	Security Checked	10/26/2021 5:39:36 PM
Completed	Security Checked	10/26/2021 5:39:36 PM

**Payment Events****Status****Timestamps**

**Certificate Of Completion**

Envelope Id: BBBF81FBBFB64E109C074A418FBCB46C	Status: Completed
Subject: Please DocuSign: Leidos IT Amendment Rev June 2019_1_1 (002).docx.pdf_signed_2021.10.26.14.40...	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sean Landry
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Sean.Landry@maine.gov
	IP Address: 45.46.22.63

**Record Tracking**

Status: Original 10/27/2021 10:32:32 AM	Holder: Sean Landry Sean.Landry@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Daniel J. Monti  
Daniel.J.Monti@leidos.com  
Contracts Director  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
6BC966FEB5D14FF...  
Signature Adoption: Pre-selected Style  
Using IP Address: 204.115.183.4

**Timestamp**

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Viewed: 10/29/2021 9:25:46 AM  
Signed: 10/29/2021 9:26:23 AM

**Electronic Record and Signature Disclosure:**

Accepted: 10/29/2021 9:25:46 AM  
ID: cfe7533e-93fd-4c89-800b-7e3558bff1fb

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Craig Boerger  
craig.boerger@leidos.com  
Security Level: Email, Account Authentication (None)

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Sent: 10/27/2021 10:38:26 AM  
Viewed: 10/28/2021 11:53:39 AM

**Electronic Record and Signature Disclosure:**

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Lian Alfonso  
Lian.Alfonso@leidos.com  
Senior Contracts Representative  
Leidos Digital Solutions, Inc.  
Security Level: Email, Account Authentication (None)

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Viewed: 10/29/2021 9:37:28 AM

**Electronic Record and Signature Disclosure:**

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**Witness Events****Signature****Timestamp**

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	10/27/2021 10:38:26 AM
Certified Delivered	Security Checked	10/29/2021 9:25:46 AM
Signing Complete	Security Checked	10/29/2021 9:26:23 AM
Completed	Security Checked	10/29/2021 9:26:23 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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